



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQOE

JUL 16 1997

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: Revision of Competencies for the GS 1103 Series

Attached you will find the "DRAFT" competencies for the GS 1103 series, including those for both the "Property Administration" and "Plant Clearance" functions. The Federal Acquisition Institute and the Defense Acquisition University have asked that we review and update these competencies. This is being done for two primary reasons:

- a. These competencies were originally created approximately 20 years ago and require updating.
- b. The publication of the "proposed" FAR Part 45 and its associated clauses will cause a refocus of primary functions within our competencies.


We ask that your property personnel review these draft competencies and provide comments as follows:

- a. Add competencies that you believe Property Administrators or Plant Clearance Officers perform.
- b. Delete competencies that are no longer valid.
- c. Revise competencies to more clearly describe the task(s) performed by either property or plant clearance personnel.

Please note that we are asking you to perform these actions IN ACCORDANCE WITH THE PROPOSED FAR PART 45 REWRITE. This action requires that you be aware of and knowledgeable of the content of the proposed rule. It can be found at "http://www.access.gpo.gov/su_docs/aces/aces140.html" and had a publication date of June 2, 1997, as a "proposed rule."

To ensure uniformity we request that your comments be structured in the form of a competency as set forth in the attached packet. It is not necessary to provide a lengthy reason as to "why" a competency is needed. Rather, we are looking for the actual "task" that the

property person is required to perform. The POC for your response is Phil Duse of the AQOE team, (703) 767-3441 or DSN 427-3441. We request that your comments be provided no later than August 15, 1997.



JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachment

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001A [Contract] Property Administration—ability to plan property control system surveys [analyses]

1103-001A-002[1] Determine type and objectives of surveys [analyses]

Reversed

1103-001A-001[2] Determine when to conduct surveys [analyses]

1103-001A-003 Identify and brief participants in surveys [analyses]

[1103-001A-XXX Conduct Entrance conference with contractor personnel.]

NOTE: Competencies of greatest interest to “AFIT” have been highlighted in bold print by Dr. Goetz.

AFIT = Air Force Institute of Technology.

Dr. Goetz = FIT primary instructor of 1103 property courses.

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001B [Contract] Property Administration—ability to conduct property control system surveys [analyses]

1103-001B-001 Obtain and validate data by applying statistical sampling techniques

X [Obtain and validate data by applying judgment sampling techniques]

X [Obtain and validate data by applying purposeful sampling techniques]

[X Identify deficiencies and recommend corrections in the contractor’s reporting of Loss, Damage or Destruction of property]

[X Identify deficiencies and recommend corrections in the contractor’s Self Audit of property]

1103-001B-002 Identify deficiencies and recommend corrections in the contractor’s acquisition of property

1103-001B-003 Identify deficiencies and recommend corrections in the contractor’s receiving of property

[X Identify deficiencies and recommend corrections in the contractor’s identification of property]

1103-001B-004 Identify deficiencies and recommend corrections in the contractor’s maintenance of property control records

- 1103-001B-005 Identify deficiencies and recommend corrections in the contractor's storage, ~~movement~~, and physical security of property
- [X Identify deficiencies and recommend corrections in the contractor's movement of property]**
- 1103-001B-006 Identify deficiencies and recommend corrections in the contractor's consumption of property
- 1103-001B-007 Identify deficiencies and recommend corrections in the contractor's utilization of property
- 1103-001B-008 Identify deficiencies and recommend corrections in the contractor's maintenance of property
- 1103-001B-009 Identify deficiencies and recommend corrections in the contractor's physical inventorying of property
- 1103-001B-010 Identify deficiencies and recommend corrections in the subcontractor's control of property
- 1103-001B-011 Identify deficiencies and recommend corrections in the contractor's disposition of property
- 1103-001B-012 Identify deficiencies and recommend corrections in the contractor's preparation of property reports **[DD form 1662, Liability reports, RTTST/STE Reports, etc.]**
- [X Identify deficiencies and recommend corrections in the contractor's close-out of contracts for property]**
- [1103 001B-XXX Conduct exit conference]**
- [1103 001B-XXX Prepare system analysis summary]**
- [1103 001B-XXX Distribute system analysis summary]**

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001C **[Contract]** Property Administration—ability to report and follow-up on property control system ~~surveys~~ **[analyses]**

- 1103-001C-001 Initially review and approve or **[with ACO concurrence]** withhold approval of the contractor's property control system
- 1103-001C-002 Notify contractor of property control system deficiencies
- 1103-001C-003 Participate in discussions with both Government and contractor personnel relative to methods to be used by the contractor in correcting deficiencies in the contractor's property system
- 1103-001C-004 Assure resolution of property control system deficiencies
- 1103-001C-005 Assure that unsatisfactory conditions during the system ~~survey~~ **[analysis]** are resolved within a reasonable amount of time

1103-001C-006 If system ~~survey~~ [analysis] discrepancies are not resolved within a reasonable time, ~~recommend to the~~ Administrative Contracting Officer (ACO) that approval of the contractor's property control system be ~~withdrawn~~ **obtain ACO concurrence and disapprove or withdraw system approval**

1103-001C-007 If property control system is satisfactory, write letter of approval (for initial surveys [analyses])

~~———— *1103-001C-008 ———— Prepare board review of cases~~

~~———— *1103-001C-009 ———— Participate in property board of review meeting~~

*1103-001C-010 If property control system is satisfactory, ~~issue write system (for annual surveys)~~ **Status letter**

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001D **[Contract]** Property Administration—ability to plan and initiate **contract** property management under contracts

1103-001D-001 Review property provisions of contracts and make recommendations for revising property control procedures

[1103-001D-XXX Review property provisions of contracts and make recommendations for correcting property related contract deficiencies e.g., DD Form 1716]

1103-001D-002 Establish contract property control ~~records~~ **data files e.g., Property Summary Data Files, etc.**

[1103-001D-XXX Establish contract property control records, where the Government retains the official property records.]

1103-001D-003 Develop overall property administration plan

1103-001D-004 Participate in pre-award conferences and surveys to determine contractor's capability to manage property under the \ contract

1103-001D-005 Participate in post-award conferences to assure that contractor is familiar with property provisions of the contract

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001E **[Contract]** Property Administration—ability to investigate and determine appropriate action on property loss, damage or destruction

[1103-001E-XXX Review contract and determine liability provision applied through the applicable Government property clause.]

1103-001E-001 Investigate loss, damage or destruction of Government property to determine if the contractor should be held liable

1103-001E-002 Obtain police, Defense Investigative Service or FBI reports on stolen Government property

1103-001E-004 When contractor acknowledges liability for lost, damaged or destroyed Government property, forward a copy of credit memo or adjusting document to the ACO

1103-001E-005 If the contractor does not acknowledge liability, **determine the amount contractor should be held liable for and** make recommendation(s) to the ACO for review and determination of liability

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001F **[Contract]** Property Administration—ability to monitor ongoing administration of property

1103-001F-001 Review Government-furnished property requirements (non-DLA)
~~——*1103-001F-002 Evaluate contractor's requirements for Government-owned Industrial Plant Equipment (IPE)~~

1103-001F-003 Evaluate and prepare recommendations on requests for tooling or special test equipment (non-DLA)

1103-001F-004 Evaluate and prepare recommendations on contractor's requests for Government-furnished material (non-DLA)

1103-001F-005 Review contract modifications and recommend to contractor any necessary revisions in property control procedures

1103-001F-006 Request supporting property administration for alternate locations of the prime contractor and subcontractor plants
[with appropriate concurrence]

1103-001F-007 Identify sensitive property by type

1103-001F-008 Initiate action to assure sensitive property is properly controlled, secured, and accounted for

1103-001F-009 Initiate request to ACO for funds to test Government property for PCB contamination

1103-001F-010	Approve or disapprove co-mingling of Government property with the contractor's property
1103-001F-011	Assist the contractor in preparing requisitions for Government property
*1103-001F-012	Utilize Government Furnished Material (GFM)
*1103-001F-013	Administer phase down program for Government property
1103-001F-014	Review reports on Government-owned contractor-held property
1103-001F-015	Arrange for storage of Government property (non-DLA)
1103-001F-016	Monitor the action of the contractor in returning excess Government property not referred to the plant clearance officer
1103-001F-017	Advise the plant clearance officer upon becoming aware that excess property at plant requires disposal

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001G **[Contract]** Property Administration—ability to close-out property aspects of contracts

1103-001G-001 Upon termination or completion of a contract, accomplish a final review to determine that disposition of all property has been accomplished

1103-001G-002 Resolve any property administration problems prior to issuance of final close-out and clearance statement (DD Form 1593)

[CONTRACT] PROPERTY ADMINISTRATION COMPETENCY AND TASK LIST

1103-001H **[Contract]** Property Administration—ability to identify roles and responsibilities of other Government personnel in property management

DEFENSE CONTRACT PROPERTY CLEARANCE COMPETENCY AND TASK LIST

1103-002A Defense Contract Property Clearance —ability to review contractors' inventory schedules

1103-002A-001 Provide contractor with instructions and advise regarding the proper preparation of inventory schedules

1103-002A-002 Accept or reject declarations of excess property

1103-002A-003 Conduct or arrange for inventory verifications and allocability surveys

1103-002A-004 Identify sensitive property and assure appropriate disposition

DEFENSE CONTRACT PROPERTY CLEARANCE COMPETENCY AND TASK LIST

1103-002B **Defense Contract** Property Clearance—ability to screen inventory

1103-002B-001 Determine and initiate appropriate screening requirements

1103-002B-002 Promote redistribution and reutilization of items among Federal agencies

DEFENSE CONTRACT PROPERTY CLEARANCE COMPETENCY AND TASK LIST

1103-002C **Defense Contract** Property Clearance—ability to manage disposition of inventory

1103-002C-001 Arrange for purchase or retention at cost by contractor of contractor-acquired property

1103-002C-002 Encourage contractor to return contractor-acquired property to supplier

1103-002C-003 Identify problems and recommend corrections in the contractor's disposition of property

1103-002C-004 Make pre-inventory scrap determinations, as appropriate

1103-002C-005 Account for all contractor inventory reported by the contractor

1103-002C-006 Initiate request for contract property clearance action when property is located in another geographic location

1103-002C-007 Provide information and instructions to contractor on transfer and donation actions

1103-002C-008 Identify precious metals request disposition instructions for their economical recovery

~~1103-002C-009 Prepare board of review cases~~

~~1103-002C-010 Participate in property board of review meetings~~

1103-002C-011 Secure anti-trust clearance, as required

1103-002C-012 Ascertain fair market value of surplus property

1103-002C-013 Consult with private industry on new merchandising techniques

1103-002C-014 Advise contractor and approve methods of sale, evaluate bids, and approve sale prices for contractor-conducted sales

1103-002C-015 Advise contractor on preparation for sale of surplus property

1103-002C-016 Make recommendations to contractor on reasonableness of selling expense on contractor-conducted sales

1103-002C-017 Suggest to the contractor additional outlets to increase buyer participation

1103-002C-018 Maintain surveillance of contractor-conducted sales

1103-002C-019	Advise contractors on what to do with proceeds from sales of Government property
1103-002C-020	Negotiate sale of surplus property to holding contractor
1103-002C-021	Arrange for abandonment or destruction of property
1103-002C-022	Advise and assist the contractor, inventory control manager, other Federal agencies or higher headquarters, in action relating to proper and timely disposition of contractor inventory
1103-002C-023	Verifies the proper disposal of hazardous wastes generated from government property
1103-002C-024	Verifies the application of proper demil codes
1103-002C-024	Verifies the contractor's performance of proper demilitarization requirement(s)

**CONTRACT PROPERTY ADMINISTRATION AND DEFENSE CONTRACT
PROPERTY CLEARANCE COMPETENCY AND TASK LIST**

1103-003 Knowledge of Government standards of conduct for Government employees relating to **Defense contract** property management and **Defense Contract property clearance**